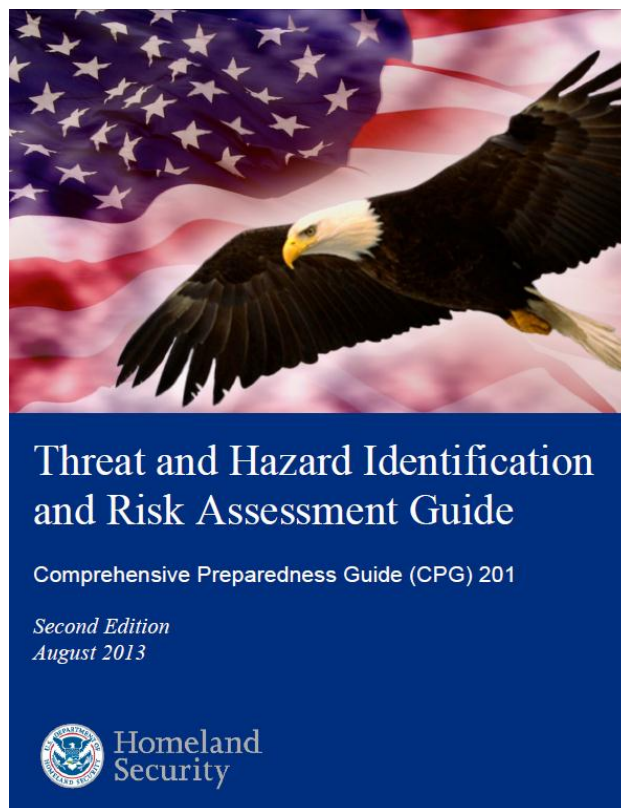




# **FY 2014 State Guidance for completing local Threat and Hazard Impact and Risk Assessments**



**WV Division of Homeland Security and Emergency Management/  
Homeland Security State Administrative Agency**

March 2014

## **Purpose**

The purpose of this guidance is to describe and clarify the state's expectations for how local jurisdictions should conduct, document, and submit a Threat and Hazards Identification and Risk Assessment (THIRA) to support standardization and use of the THIRA as a focused, actionable tool for preparedness planning. Completing local THIRAs will help local jurisdictions assess their current capabilities, develop jurisdictional and agency targets, clarify gaps, identify grant investments, and meet the sub-grantee requirement for the Emergency Management Performance Grant. The process outlined in this document will help to standardize the data collection and allow better assessment across the state. Information from completed local THIRAs will be used in the state's 2014 THIRA and State Preparedness Report submissions.

## **Methodology**

The objectives of the THIRA are to: 1) help a jurisdiction develop targets for Core Capabilities in the National Preparedness Goal, 2) assess current capacity for every capability, 3) identify resources needed to meet each target, and 4) develop a list of actions to help build and sustain capability. These objectives are met through a four-step process, outlined in the FEMA Comprehensive Preparedness Guide 201 (CPG 201), Second Edition published in August 2013.

### **Step 1 - Threats and Hazards**

Using the Threats and Hazards Chart (Attachment A1), list the threats and hazards which the jurisdiction faces. Jurisdictions are encouraged to use the list of hazards within their Hazard Mitigation Plans as a starting basis for their list. Within the chart, jurisdictions may want to differentiate between significant threats and hazards (based on consequence or frequency) and other hazards that have some level of possibility. A list of potential threats and hazards is included as Attachment B1. This list is not comprehensive and other threats and hazards may be included.

### **Step 2 - Hazard Scenario Descriptions**

Using the chart in Attachment A2, develop descriptions of specific threat or hazard scenarios which give context and convey potential impacts. Context includes specific details and/or defining features of a scenario that are unique to a jurisdiction's a) geography, b) infrastructure (i.e. number and type of roads impacted), c) population (i.e. # and/or % of at-risk populations in area and communities affected), and d) the specific hazard or threat (i.e. amount of precipitation expected). At least three scenarios, but no more than eight, must be developed and submitted. Jurisdictions are encouraged to choose threats/hazards which cause strain on different capabilities. Sample scenario descriptions are included in Attachment B2.

Jurisdictions that wish to include more than eight scenarios in their THIRA should contact the Homeland Security State Administrative Agency. Our intent is to reduce, rather than create, administrative burden at the local and state level.

### Step 3 – Capability Targets

Using the chart in Attachment A3, develop a target for each capability to be assessed. A capability target is a description of what the jurisdiction hopes to be able to accomplish for an entire capability or component of a capability. A target will most likely contain multiple sentences and should contain quantifiable measures to help assess whether a jurisdiction can achieve or has accomplished its desired outcomes. Sample targets are included in Attachment B3.

### Step 4 – Apply the Results

This step involves two distinct actions:

1. Develop a comprehensive list of **resources necessary** to achieve each component of the capability targets using the chart in Attachment A4. This list should include plans, procedures and other guidance; administrative and operational personnel; equipment and other supplies; training and educational needs; exercises and other validation measures; and other resources needed to ensure viability of specific capability components. As practical, use the NIMS typing definitions; however, many necessary resources are not typed or fall outside of the scope of typing (i.e. specific training courses, operating guidelines for a specific procedure, administrative personnel). In the 2014 THIRA, jurisdictions are not required to identify which portion of the necessary resources they presently possess. Current NIMS typing definitions can be found at <https://rtlt.ptaccenter.org/Public>
2. Develop a list of **recommended actions** to help develop, expand, and/or sustain capability as described in the jurisdiction's targets in the chart in Attachment A5. Examples of recommended actions are included in Attachment B5.

In addition, jurisdictions should submit a list of people/organizations which assisted in the development of the THIRA using the chart in Attachment A6. This information will help the state assess and report the total effort required for completing the THIRA.

### Requirements

To complete the 2014 THIRA, jurisdictions are instructed to:

1. Follow the CPG 201 guidance to conduct their 2014 THIRAs.
2. Include data collected in other assessments, particularly in developing targets, estimating capability, and defining resource requirements.
3. Engage the local organizations responsible for each capabilities being assessed.

For approval, submitted THIRA documents must include full assessment of the following capabilities:

- Planning
- Public Information and Warning
- Operational Coordination
- Environmental Response/Health & Safety
- Mass Care Services
- Operational Communications
- Situational Assessment

In addition, certain components of the following capabilities must also be assessed as described below:

- Screening, Search, and Detection
  - Large event screening
  - Epidemiological pathogen screening and disease control process participation
- Cyber-security
  - Intrusion detection for county networks
  - Training for personnel on cyber network security procedures
  - Appropriate sharing of cyber security threats
- Physical Protective Measures
  - Identification and prioritization of facilities, systems, networks and other assets that need protected
  - Continuity planning for government owned critical infrastructure
- Community Resilience
  - Local coalitions and partnerships to build individual and community-based preparedness and resilience
  - Community Emergency Response Team (CERT) implementation
- Long Term Vulnerability Reduction
  - Utilization of HMPG funding to reduce vulnerability
  - Public Service District risk assessments
- Critical Transportation
  - Evacuation
- Fatality Management Services
  - Fatality recovery support including potential morgue/storage facilities
- Mass Search and Rescue Operations
  - Missing persons
  - Multi-story collapsed building
- On-scene Security and Protection
  - Establishing a safe and secure perimeter around an incident scene
- Public and Private Services and Resources
  - Donations management
  - Emergency power to critical facilities

- Public Health & Medical Services
  - Medical Countermeasures
- Health and Social Services
  - Extending services to person with access and functional needs
  - Case management
  - Volunteer management
- Housing
  - Identify potential locations for temporary housing
  - Identify personnel to assist with housing program

### **Submission Format**

All required submissions are included in the 2014 Local THIRA workbook which will be disseminated to all local jurisdictions via CD. A copy of the workbook in various versions of Microsoft Excel can be obtained via email from the HS State Administrative Agency.

Submission should entail sending the current workbook via email to the contacts listed below by the deadline dates.

### **Submission Deadlines**

To ensure jurisdictions are following a proper procedure, there will be three submission deadlines for the Excel workbook.

By May 30, 2014, jurisdictions should submit the workbook with Step 1 (List of Threats and Hazards) and Step 2 (Hazard Scenario Descriptions) completed.

By July 31, 2014, jurisdictions should submit the workbook with Step 3 (Capability Targets) completed.

By September 30, 2014, jurisdictions should submit the workbook with Step 4 (Apply the Results) including Resource Requirements, Recommended Actions, and a List of Individuals Involved in the THIRA process completed.

### **Submission Process**

Using the format described above, materials should be submitted via email to Chuck Bennett at [charles.w.bennett@wv.gov](mailto:charles.w.bennett@wv.gov) and Tommy Dingess at [tommy.l.dingess@wv.gov](mailto:tommy.l.dingess@wv.gov)

Please call 304 558-2930 if you are having trouble sending information.

## **Attachments**

- A. Templates
  - A1. Threats and Hazards Chart
  - A2. Hazard Scenario Descriptions Chart
  - A3. Capability Targets Chart
  - A4. Resource Requirements Chart
  - A5. Recommended Actions Chart
  - A6. THIRA Involvement Chart
- B. Examples
  - B1. Threats and Hazards
  - B2. Scenario Descriptions
  - B3. Capability Targets
  - B4. Resource Requirement
  - B5. Recommended Actions
- C. References
- D. Data Sources
- E. State points of contact for assistance

## A: Attachments

A1.

## Threats and Hazards

[illegible]

A2.

## Hazard Scenario Descriptions

Scenario 1			
Threat/Hazard:		Hazard Type:	
Description:			

Make a chart for each scenario.

A3.

### Capability Targets

Capability:	Planning	Mission Area:	ALL

Capability:	Public Information & Warning	Mission Area:	ALL

Capability:	Operational Coordination	Mission Area:	ALL

Targets will be developed for each required capability as well as any optional capability(s) the jurisdiction wishes to assess.



A4.

### Resource Requirements

Capability:	Planning	Mission Area:	ALL
Number	Resource Description		PETE/Team

Capability:	Public Information & Warning	Mission Area:	ALL
Number	Resource Description		PETE/Team

Capability:	Operational Coordination	Mission Area:	ALL
Number	Resource Description		PETE/Team

Similar requirement lists will be completed for each capability.

A5.

### Recommended Actions

Capability:	Planning	Mission Area:	ALL
1			
2			
3			

Capability:	Public Information & Warning	Mission Area:	ALL
1			
2			
3			

Capability:	Operational Coordination	Mission Area:	ALL
1			
2			
3			

A list of recommended actions will be completed for each capability.

A6.

## Persons involved in developing the Jurisdiction's THIRA

[illegible]

## **B. Examples**

*B Annexes which contain examples of completed charts are included on the disk containing the 2014 THIRA workbook.*

## **C. References**

FEMA Comprehensive Preparedness Guide 201 (CPG-201), second Edition August 2013

FEMA Homeland Security Grant Program (HSGP) Funding Opportunity Announcement (FOA) March 2014

FEMA Emergency Management Grant Program (EMPG) Funding Opportunity Announcement (FOA) March 2014

## **D. Data Sources**

*Bureau of Economic Analysis, US Dept of Commerce :* BEA publishes annual estimates of the share of Gross Domestic Product (GDP) contributed by each state, and produces similar metrics for local area personal income summary data for metropolitan areas and counties. <http://www.bea.gov/regional/>

*Bureau of Transportation Statistic, Research and Innovative Technology Administration, US Dept of Transportation:* BTS provides data on a range of transportation topics including commodity flow, freight data, national and state bridge data, and other transportation infrastructure data. [http://www.bts.gov/data\\_and\\_statistics/](http://www.bts.gov/data_and_statistics/)

*Centers for Disease Control and Prevention:* CDC provides data and information on a range of health topics, as well as biological, chemical, and radiological agents. <http://www.cdc.gov>

*Computer Security Resource Center, National Institute of Standards and Technology, Computer Security Division:* This resource center offers many publications and security bulletins on issues relating to information technology security. <http://csrc.nist.gov>

*Data.gov:* The purpose of this site is to increase public access to datasets generated by the executive branch of the federal government. <http://www.data.gov>

*Environmental Protection Agency:* EPA provides maps and general information on human health and environmental impacts. <http://www.epa.gov>

*Lessons Learned Information Sharing:* LLIS is a DHS/FEMA program and serves as the national, online network of lessons learned, best practices, and innovative ideas for the emergency management and homeland security communities. <http://www.llis.dhs.gov>

*National Incident Management System (NIMS):* Current federal guidance and resources about NIMS can be found at <http://www.fema.gov/national-incident-management-system>, and local guidance can be found at <http://www.dmaps.wv.gov/Pages/default.aspx>, under the FAQ tab.

*Office of Highway Policy Information, US Dept of Transportation:* This site provides data on highway statistics, such as drivers, vehicles, and travel. <https://www.fhwa.dot.gov/policyinformation/>

*Pipeline and Hazardous Materials Safety Administration, US Dept of Transportation:* This site provides information on the nation's pipeline transportation system and hazardous materials. It includes data and statistics on pipeline accidents and incidents as well as hazardous material incidents. <http://phmsa.dot.gov>

*US Census Bureau, US Dept of Commerce:* The Census Bureau provides data about the nation's people and economy and various levels of detail. It can be used to determine how many people are affected by a threat or hazard and the characteristics of that population, including daily commuters, nighttime population, and jurisdictional land area. <http://www.census.gov>

### **E. State Points of Contact**

- For questions related to the National Preparedness Goal and related doctrine, State THIRA guidance, National Incident Management System (NIMS), or obtaining copies of the THIRA Excel workbook, contact Chuck Bennett or David Hoge at the Homeland Security State Administrative Agency at 304 558-2930. Email can be sent to [charles.w.bennett@wv.gov](mailto:charles.w.bennett@wv.gov) or [david.k.hoge@wv.gov](mailto:david.k.hoge@wv.gov).
- For questions related to meeting grant requirements for the Emergency Management Performance Grant (EMPG), contact Tommy Dingess or Paul Howard at 304 558-5380. Email can be sent to [tommy.l.dingess@wv.gov](mailto:tommy.l.dingess@wv.gov) or [paul.s.howard@wv.gov](mailto:paul.s.howard@wv.gov).